

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes 23 - 27 December 1985

FROM:

C/OC/AMD

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

3 JAN 1986

2.

DD/CO

2 JAN 1986

3 JAN 1986

3.

~~G/OPS~~

4.

OC/EXA

3 JAN 1986

3 JAN 1986

5.

OC/OL/ISC

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15.

Archiving

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OC 1700-86

2 Jan 1986

MEMORANDUM FOR: Director of Communications

25X1 FROM:

Chief, Administrative Management Division OC

SUBJECT: OC-AMD Staff Notes 23 - 27 December 1985

1. During the week, OC Electronic Technician strength decreased by three due to retirements. We experienced no gains in Telecommunications personnel during the week. Since there were no losses due to retirements or resignations, and no new requirements were identified during the period, Panel D remains at 24 personnel understrength.

2. The OC Electronic Technician (ET) Banding Task Force has been meeting with Office of Personnel (OP) representatives to plan the conversion of OC ET's to a Banded Pay Schedule. OP has provided position descriptions which relate to the Banding Pay Scale and the Task Force is in the process of converting positions using this information. Although OC ET Banding is just in the initial conversion planning stages, it is proceeding rapidly, and it is expected that more specific information will be available in the near future.

3. Project Screen testing of Telecommunications applicants will begin 6 January 1986. Five OC personnel have been identified as test administrators. Two have received test administration training from OMS with the remaining three personnel to be trained during January.

4. The OC recruitment schedule has been changed with a cancellation of the Connecticut/Rhode Island blitz trip, scheduled for 13 January, and the rescheduling of the Florida trip to 6 January vice 27 January. The few applicants from Connecticut and Rhode Island who responded to blitz advertising will be invited to attend a Monday presentation at Headquarters.

25X1
WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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25X1 5. On 24 December a meeting was held by OC personnel to discuss [REDACTED], a new program to train Electronic Technicians and Telecommunications Officers while awaiting final clearance approvals. The Project will commence 13 January in conjunction with the new Office of Security (OS) policy to dedicate two polygraphers to OC.

25X1 6. There were no EOD's for OC during the week. More than 100 resumes were reviewed for the Florida trip.

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